

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/Publications
G G 04 HQ

EXTENSION

NO.

DATE

8 NOV 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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The T & A reporting procedures related to the pending new payroll procedure, as proposed by the Office of Finance, included the following:

Headquarters:

T & A cards when sent to components at the beginning of a pay period would be accompanied by two copies of a computer-produced control listing, on which would be listed name, employee number, verifier number, location code, and maximum allowable O/T hours for each employee for whom a card was included. At the end of the pay period, the component would arrange all cards in the sequence (i.e., by employee number) in which they were listed on the control listing, and would send them to Finance. The control list would not have to be returned to OF, but one copy of it, annotated as necessary to indicate employees transferred from the component, employees for whom no card was received, etc., could be returned, at the option of the component.

Field:

T & A cards, partially prepared by computer and pouched to the field so as to arrive at or near the beginning of the pay period, would also be accompanied by two copies of a control listing. One copy of the control listing, annotated as necessary, would be

returned to headquarters, but the T & A cards accompanying it would not have to be arranged in the sequence in which listed on the control listing.

The CS position, as indicated in an OPSER memorandum commenting on the proposal, is thus far as follows:

Headquarters:

No objection to forwarding of control listings to components along with T & A cards. Uncertain of need to return one copy of the listing to Finance; forwarding of T & A cards themselves (including any incorrect or unneeded cards, appropriately annotated, as well as any needed additional cards, prepared should suffice. Disagree with requirement that cards be put in the same sequence as listed on the control listing; sorting if required by the system, should be done mechanically at a central point.

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The Office of Finance has requested an opportunity to present arguments in favor of its proposal with a view to obtaining reconsideration of the above-noted CS position. Representatives of OF will be present at the Support Officers' Meeting on Wednesday, 10 November, for this purpose.

This note is merely advance information since the Support Officers will probably be asked for their views at the meeting.